

OO Notice No. 57 - 1

15 May 1957

SUBJECT: Office of Operations Career Service Board

REVISION: OO Notice No. 55-1, same subject, dated 10 January 1955

REFERENCE: CIA Regulation 20-110, dated 15 December 1955

1. General

This notice is issued to revise the responsibilities and functions of the Office of Operations Career Service Board, and to delegate certain functions to Division Career Service Boards.

2. Membership

The Career Service Board will consist of the following members:

Assistant Director for Operations, Chairman
Deputy Assistant Director for Operations, Member
Chief, Contact Division, Member
Chief, Foreign Documents Division, Member

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Chief, Sovmat Staff, Member

A member of the Planning and Coordinating Staff of the Office of the Assistant Director for Operations will serve as Secretary. In the absence of a Division Chief or the Chief of Sovmat Staff, a Deputy Chief may sit as a member. Board meetings will normally be held once a week, or as scheduled by the Head of the OO Career Service (AD/O).

3. Responsibilities

The OO Career Service Board is responsible for:

- a. Advising the AD/O on personnel policy, and on programs or proposals which may have an effect on the careers of OO personnel;
- b. Monitoring the application and functioning of the Agency Career Service program, to ensure that OO personnel receive all possible benefits under the same;
- c. Assisting the AD/O in the development and implementation of sound personnel management policies and procedures within the Office of Operations;
- d. Advising Division Chiefs and Division Career Service Boards on the implementation of Agency and Office personnel policies and career development programs.

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4. Functions

- a. The Board will review all proposed changes in major policies and programs in the fields of personnel management, career development, and training, and will make appropriate recommendations to the AD/O. In addition, the Board will review individual personnel actions, proposals, and nominations in the following categories, and will recommend to the AD/O that he approve, disapprove or take other appropriate action on the request or proposal:

(1) Rotation or Reassignment

Inter-office rotation or reassignment of personnel wishing to retain an OO career service designation; inter-divisional rotation or reassignment of personnel in grades GS-12 and above.

(2) Vacancies

All vacancies which might be filled by inter-divisional transfers or which will be advertised to other DD/I Offices.

(3) Nominations for Vacancies

The Board delegates the function of making nominations for vacancies in other DD/I Offices to the Division Career Boards or Administrative Officers but will note these nominations and select two Office nominees when there are more than two OO applications for any one vacancy.

(4) Promotions

All recommendations for promotions to grades GS-13, 14 and 15 will be reviewed by the Board, after competitive evaluation by Division Boards or Panels. In addition, the Board will review all unusual promotions (such as those involving exceptions to time-in-grade requirements, etc.) and all proposals for Personal Rank Assignments. The functions of competitive evaluation, review, and approval of normal promotion actions up to grade GS-12 are delegated to the Division Career Service Boards.

(5) Career Staff Membership

All applications for membership in the CIA Career Staff will be reviewed by Division Boards and presented to the OO Board for appropriate recommendations to the AD/O.

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(6) Career Development

The OO and Division Boards will, at the request of their respective Chairmen provide, advice and assistance on individual career development plans and preference outlines as appropriate.

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